



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUITING COMMAND  
3280 RUSSELL ROAD  
QUANTICO, VA 22134-5103

IN REPLY REFER TO:  
1100  
G-1  
5 AUG 2002

COMMANDING GENERAL'S POLICY LETTER 13-02

From: Commanding General  
To: Distribution List

Subj: EXTENDED ACTIVE DUTY (EAD) RECRUITER ASSIGNMENT POLICY

Ref: (a) MCO 1130.56B  
(b) MCO P1100.72B  
(c) MCO 1001.59  
(d) MCO 1100.76D

1. Situation. Reference (a) provides guidance concerning the EAD Reserve Recruiter Program within the context of Total Force Recruiting. Reference (b) contains information and procedures for the selection and assignment of EAD Recruiters. Recruiting duty has been recognized by the Secretary of Defense and the Commandant of the Marine Corps as a special duty worthy of special considerations. EAD Recruiters play an invaluable role in the total force recruiting effort. Together with their active duty counterparts, they work long hours and perform under the same pressure to fulfill the recruiting mission assigned to the Marine Corps Recruiting Command (MCRC).

2. Mission. Recruiting Station Commanding Officers (RS CO) will continually seek out highly-qualified Reserve Marines to serve as EAD Recruiters to augment the Total Force recruiting effort.

3. Execution

a. Commander's Intent. My intent is to ensure we augment the recruiting force with highly-qualified Reserve Marines serving as EAD Recruiters, and to train and develop the best among them to become active duty Career Recruiters. End state: Highly-qualified Reserve Marines serve as EAD Recruiters as a force multiplier in the Marine Corps' Total Force recruiting operations.

b. Concept of Operations/Guidance

(1) RS COs, in coordination with Reserve unit commanders, will identify and screen highly-qualified Reserve Marines to serve as Recruiter Aides. The best qualified Recruiter Aides will be encouraged to serve as EAD Recruiters. Commanders will screen

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eligible volunteers to serve on extended active duty and forward their applications to Region Commanding Generals (CG) for approval.

(2) Region Commanding Generals may approve requests from Reserve Marines to serve as EAD Recruiters. Region Commanding Generals will direct District COs to prepare appropriate orders directing assignment to extended active duty.

(3) Region Commanding Generals may approve requests from EAD recruiters to extend their EAD tours beyond their initial 2-year tour of duty. Per reference (c), Reserve Marines will not be allowed to continue on active duty beyond 16 years of total active duty service. The provisions of reference (c) concerning the 16-year limitation apply to Reserve Marines on the EAD Program. Marines involuntarily separated after performing 6 years of continuous service, as defined by SECNAVINST 1900.7\_, are eligible for separation pay in accordance with MCO P1900.16\_, MARCORSEPMAN.

(4) Region Commanding Generals may approve requests from EAD Recruiters to terminate their participation in the EAD Program, and recommendations from commanders to involuntarily terminate EAD orders.

(5) To be eligible for initial accession or extension on the EAD Program, Reserve Marines must have sufficient obligated service in their respective Reserve category (Selected Marine Corps Reserve (SMCR) or Individual Ready Reserve (IRR)) to complete their EAD tours. Obligated service for IRR Marines is established upon initial entry into the Marine Corps; obligated service for SMCR Marines is established by signing an enlistment contract to serve in the SMCR. Reserve Marines who have accumulated 13 or more years of active duty before they apply for initial assignment to the EAD Program will not be accepted.

(6) EAD Recruiters may be transferred within Districts at the discretion of Region CGs. Funded intra-district permanent change of station (PCS) allocations may be used to transfer EAD Recruiters. EAD Recruiters may not be transferred between Districts without the express authority of the respective Region CG.

(7) Successful EAD Recruiters with demonstrated leadership potential will be encouraged to become Career Recruiters and augment to active duty. Reference (d) applies.

(8) EAD Recruiters may only be employed in 8411 billets in support of the total force recruiting mission.

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c. Tasks

(1) RS COs. Maintain liaison with Reserve units in the local area to identify and screen eligible and qualified Reserve Marines for assignment as Recruiter Aides and EAD Recruiters. Submit timely requests.

(2) District COs. Assume administrative control of EAD Recruiters. Prepare orders directing Marines to extended active duty. Ensure copies of orders for EAD Marines are provided to respective Region CGs and to the CG, MCRC (G-1).

(3) Region CGs. Serve as approval authority for initial requests to participate in the EAD Program and for requests to extend on the program. Region CGs also will serve as approval authority for voluntary and involuntary termination from EAD. Ensure Reserve Marines are qualified per the references to serve as EAD Recruiters. Forward copies of approved requests to the CG, MCRC (G-1).

(4) AC/S, G-1, MCRC. Maintain staff cognizance of the Recruiter Aide and EAD Recruiter Programs on behalf of the CG, MCRC.

4. Administration and Logistics

a. Marines who are initially appointed as EAD Recruiters must have had a complete physical examination within 12 months of the date they report to Recruiters School and be found physically qualified for active duty. In addition, Marines initially assigned as EAD Recruiters will be assigned to the next available class at Recruiters School. They must complete school before they can be assigned to production and become eligible for Special Duty Assignment Pay. EAD Recruiters may not be assigned the additional MOS of 8411 based on on-the-job training.

b. The eligibility criterion in reference (b) pertaining to physical examinations for extensions on the EAD program is changed. Marines who have had a complete physical examination within 5 years of the date their extension will become effective must be screened by a medical officer to ensure they are physically qualified for active duty. The medical officer must certify on a NAVMED 6120/3, Annual Certificate of Physical Condition, that the applicant is qualified for active duty service. The screening must have taken place within 12 months of the date of the request for extension. Marines whose last physical examination was conducted more than 5 years from the date the extension will become effective must have a complete physical examination to be eligible to continue on EAD.

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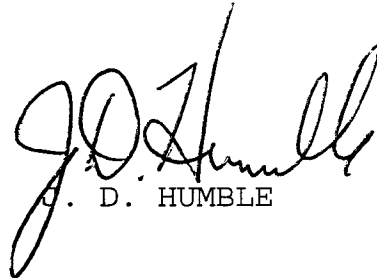
c. Application procedures and individual qualifications are detailed in reference (b). Where the information in reference (b) differs from the contents of this letter, this letter is the controlling authority. Reference (b) will be changed to incorporate the policy changes contained herein.

d. Marines serving on the EAD Program must be counseled concerning the 16-year active service limitation and informed that the EAD Program is not a career program. Marines serving as EAD recruiters must be informed that, in order to remain on active duty beyond 16 years of active service, they must either qualify and apply for augmentation as Career Recruiters or as Prior Service Recruiters in the Active Reserve program.

5. Command and Signal

a. Command Relationships. The CG, MCRC is responsible for establishing policy for the EAD Program and for monitoring program execution. Region CGs are responsible for ensuring the EAD Program is properly administered at the District level and below. District Commanders exercise administrative control of EAD Recruiters. Operational control rests with RS COs.

b. Signal. None.



J. D. HUMBLE

Distribution: A/D

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